



Setting FERPA Permissions on MyKC

Follow the steps below to grant another individual access to your educational record through the web portal MyKC

- (1) Log on to MyKC
- (2) Click the “Student” tab
- (3) The “Set FERPA Permissions” portlet will appear
- (4) Choose “Define New Permissions”
- (5) Complete the form that appears. Make sure to complete all required information and “submit” the form.
- (6) We will send the individual you have designated their log on information via the e-mail address you provide.